

# VACANCY NOTICE

#2010-74

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A091410

Description of Position	TITLE OF POSITION: <b>EXECUTIVE COUNSEL</b>	CLASSIFICATION CODE: 00581300
	SALARY RANGE: (839A) \$78,873- \$91,584	REFERENCE POSITION NO.: 1680-50101- #3799
	Labor & Training Executive	APPLICATION PERIOD: 09/21/10- 09/27/10
	DEPARTMENT DIVISION/SECTION/UNIT	GRACE PERIOD ENDS No Grace Period
	Assignment(s) / Comments	
	Shift and Days: Non-Standard Work Week	Job Location: 1511 Pontiac Ave., Cranston, RI
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union:	
	There is * is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>E-VERIFY PROGRAM EMPLOYER</b> </div>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	To serve as Executive Counsel for the Department of Labor & Training with accountability for directing the work of a staff engaged in providing legal guidance and services for the Department; to participate in the formulation of overall policy and draft statements of such policies; to oversee the prosecution of cases before the courts; to represent the Department in all related legal matters.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>EDUCATION:</b> Such as may have been gained through: graduation from an accredited law school; and <b>EXPERIENCE:</b> Such as may have been gained through: successful career in a responsible capacity involving the interpretation of law and the application of pertinent laws, rules and regulations, decisions or policies. Knowledge of laws and regulations pertaining to unemployment insurance, temporary disability insurance, labor and labor relations, and workers' compensation helpful. <b>SPECIAL REQUIREMENT:</b> Applicant must be a member of the Rhode Island Bar Association.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>EMAIL, OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:</b>	
	Betsey Porter General Government Service Center Department of Labor & Training Office of Human Resources, Bldg. 72-1 1511 Pontiac Ave., Cranston, RI 02920	Telephone #: (401) 222-5721 EMAIL: <a href="mailto:betseyp-resume@hr.ri.gov">betseyp-resume@hr.ri.gov</a> TTY/TDD #: #711 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER